



**OKLAHOMA**  
Office of Management  
& Enterprise Services

# **Travel and Expense Report Approval User Guide**

December 2023

## Document Control

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## INTRODUCTION

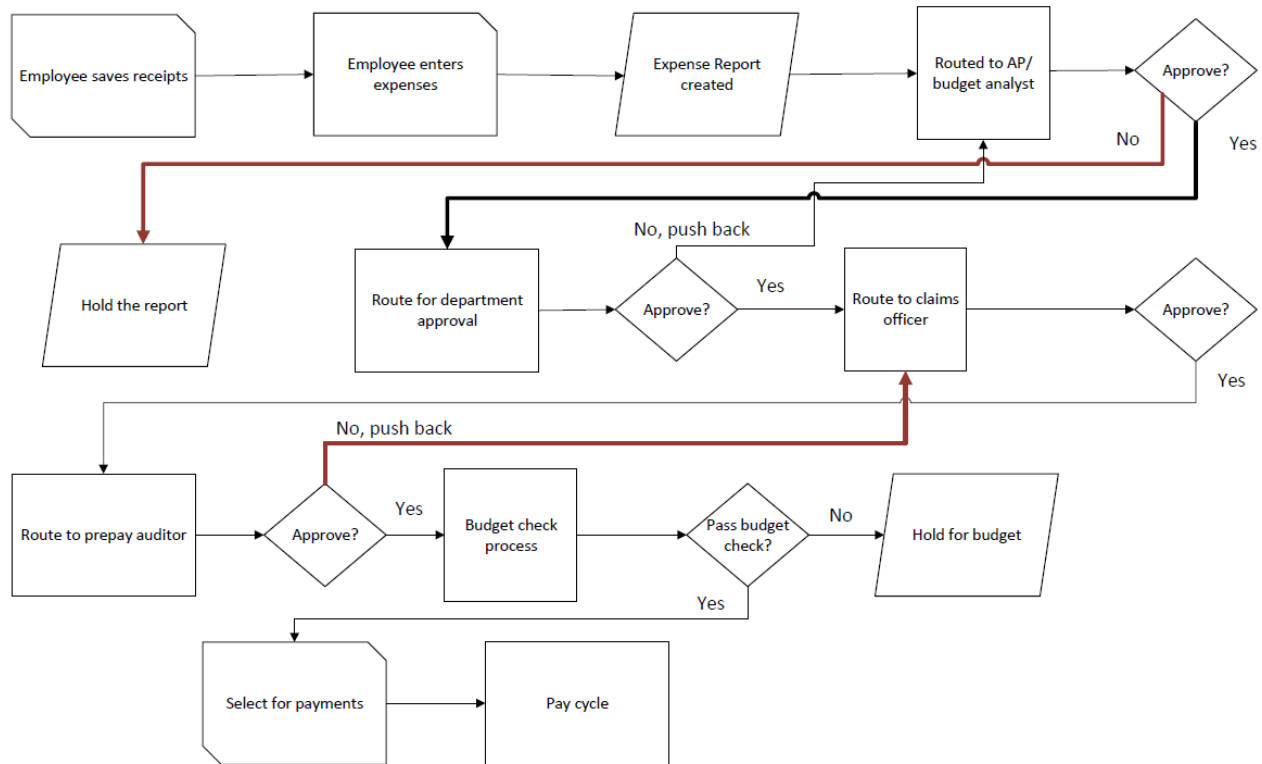
The purpose of this document is to walk the user through the steps to perform the following functions:

- Approve Expense Report using the email link.
- Approve Expense Report using Push Notifications.
- Approve Expense Report using Approval Tile.
- Push Back Expense Report using the email link.
- Push Back Expense Report using Push Notifications.
- Push Back Expense Report using Approval Tile.
- Deny Expense Report using the email link.
- Deny Expense Report using Push Notifications.
- Deny Expense Report using Approval Tile.



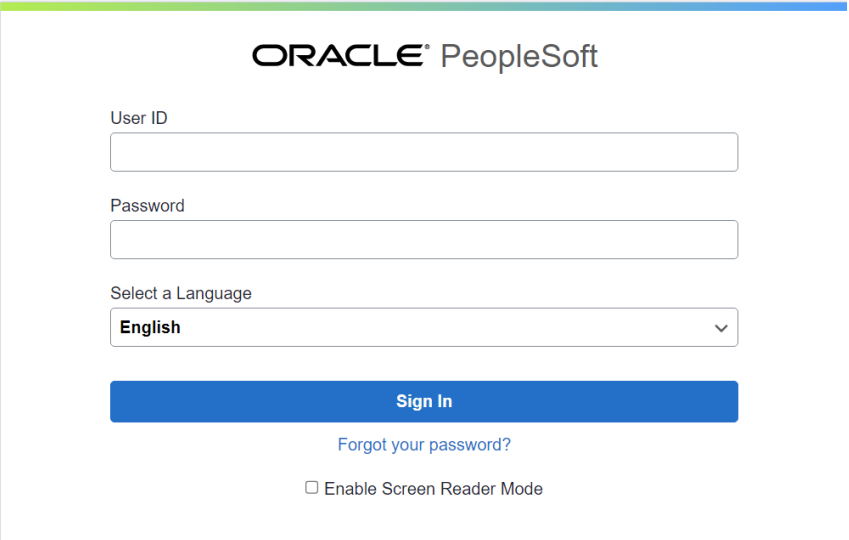
# EXPENSE REPORT APPROVAL PROCESS FLOW

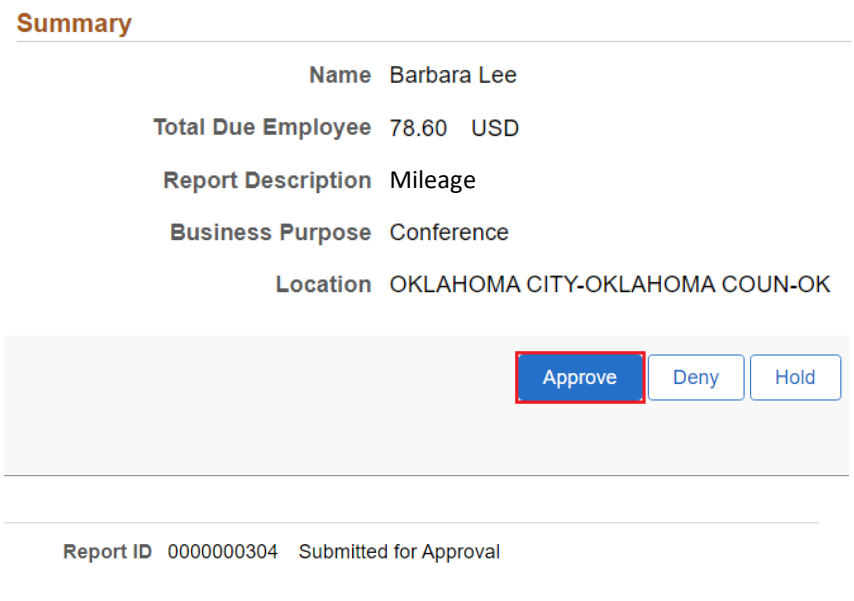
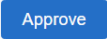




## PeopleSoft OMES Expense Report Approval Process



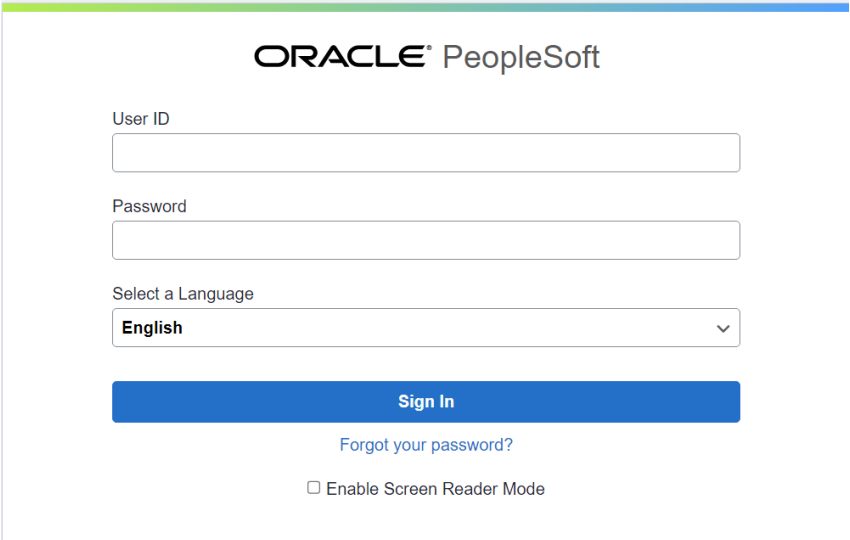
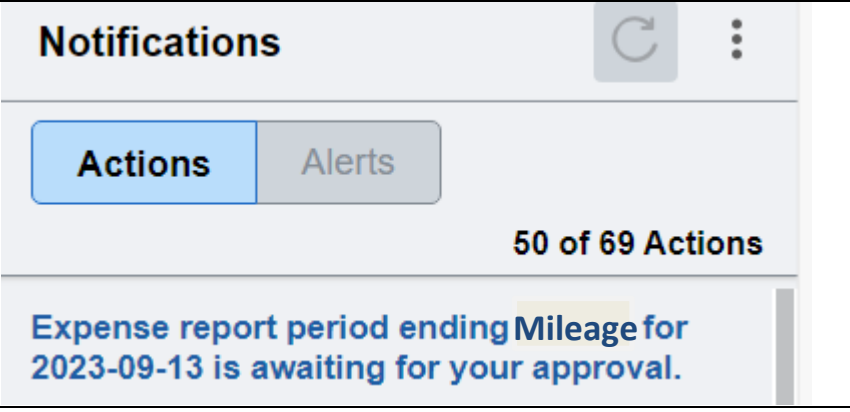
## Approve Expense Report

### Approve Expense Report using the email link



	Setup/usage instructions	Screenshots
1.	Email received for <b>Expense Report</b> approval.	<p>An expense report has been submitted that requires your action:</p> <p>Employee ID: 100118                      Employee Name: Lee, Barbara                      Submission Date: 2023-09-13                      Report Description: Mileage                      Report ID: 0000000304                      Business Purpose: Conference                      Total Amount: 78.60 USD                      Reimbursement Amount: 78.60 USD</p> <p>You can navigate directly to the approval page by clicking the link below:</p> <p><a href="https://urldefense.com/v3/https://soklfin-uat.opc.oracleoutsourcing.com/psp/SOKLFUAT/EMPAction=U&amp;SHEET_ID=0000000304&amp;ProcessID=ERApproval;!NZFi6Pppv9YRQw!veiBTm_s4tIKP5pkvS6H25b1GI5tusn4vTazfY\$">https://urldefense.com/v3/ https://soklfin-uat.opc.oracleoutsourcing.com/psp/SOKLFUAT/EMPAction=U&amp;SHEET_ID=0000000304&amp;ProcessID=ERApproval ;!NZFi6Pppv9YRQw!veiBTm_s4tIKP5pkvS6H25b1GI5tusn4vTazfY\$</a></p>
2.	Select the link in the email. If you are already logged into PeopleSoft, it will take you directly to the approval screen. If you are not logged in, you will get the login prompt.	

3.	<p>Once logged in, the <b>Expense Approval</b> screen displays.</p>	
4.	<p>Select the  button.</p> <p><b>Approval Comments</b> box display. Comment is not required for approval.</p> <p> However, it is always best practice to enter a detailed comment while approving the <b>Expense Report</b> so you can review prior approvals.</p>	
5.	<p>Select the  button.</p> <p> If you are the prepay auditor (Transaction Processing Approver – final approver), the <b>Expense Report</b> will be finalized upon approval. If you are a budget analyst/departmental approver or claims officer, the <b>Expense Report</b> will be routed to the next approver.</p> <p>Refer to <b>EXPENSE REPORT APPROVAL PROCESS FLOW</b>.</p>	<p><b>Expense Report</b> is approved.</p>

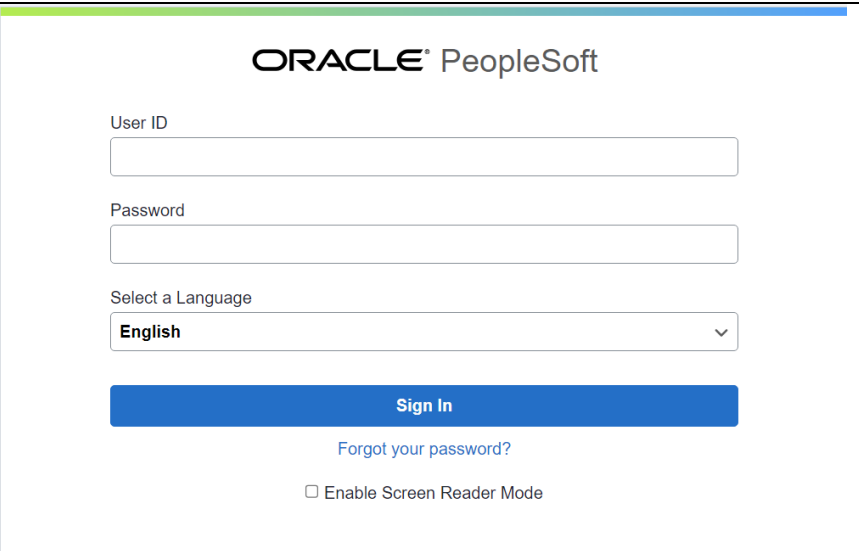
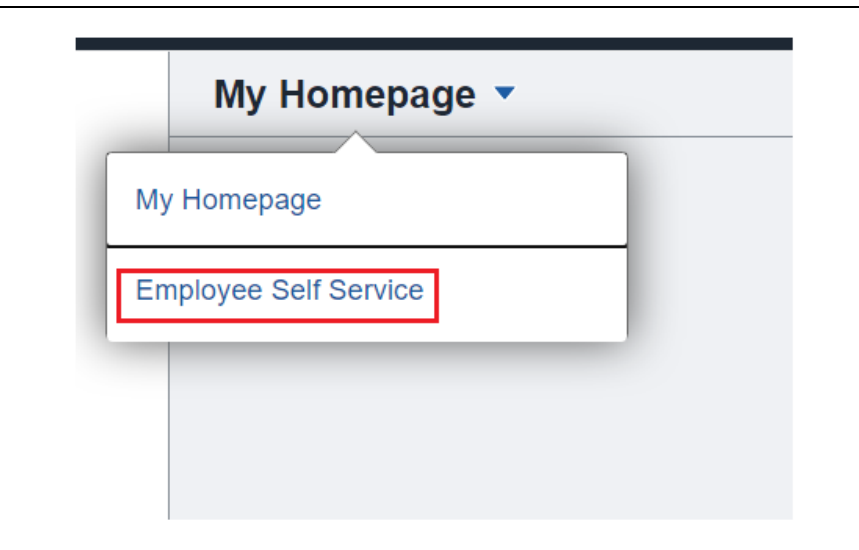
Approve Expense Report using the Push Notification

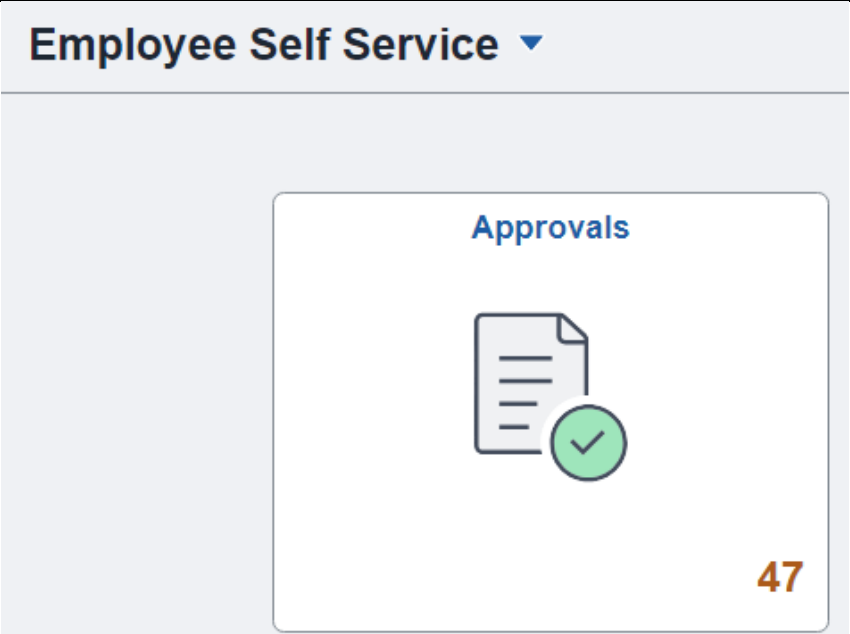
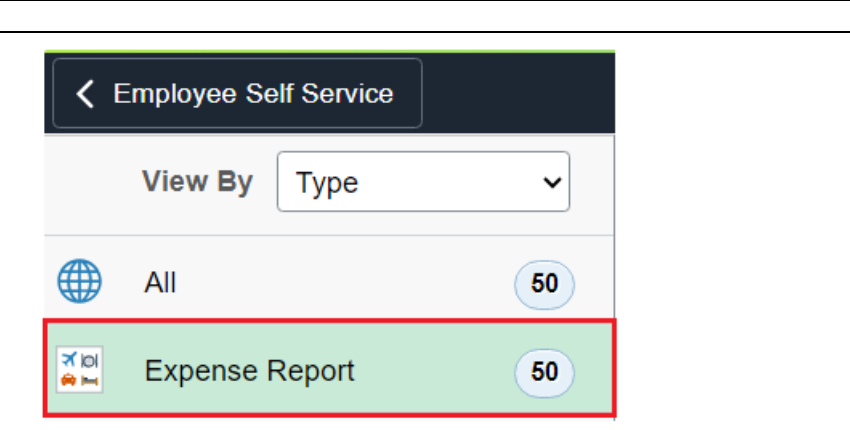

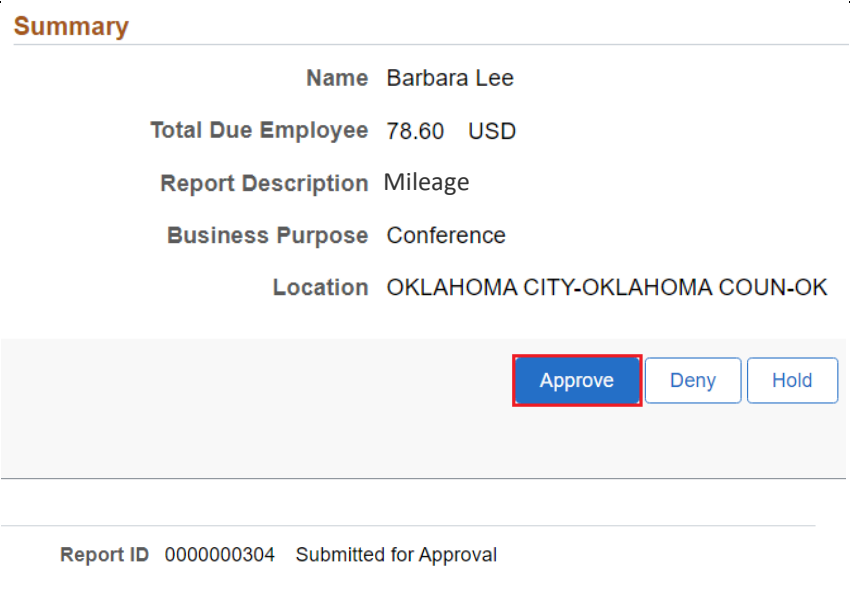
	Setup/usage instructions	Screenshots
1.	Log into PeopleSoft.	
2.	At right under Notifications, select the expense report to approve under the Actions panel.	



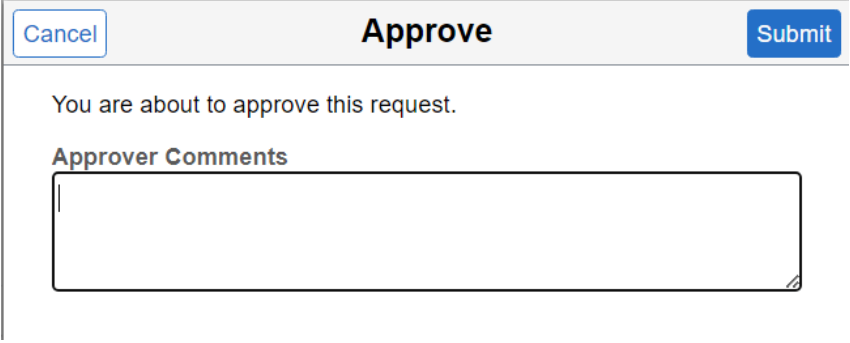
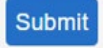



3.	<p>The Expense Approval screen displays.</p>	<p><b>Summary</b></p> <hr/> <p><b>Name</b> Barbara Lee</p> <p><b>Total Due Employee</b> 78.60 USD</p> <p><b>Report Description</b> Mileage</p> <p><b>Business Purpose</b> Conference</p> <p><b>Location</b> OKLAHOMA CITY-OKLAHOMA COUN-OK</p> <div style="text-align: right; margin-top: 20px;"> <input type="button" value="Approve"/> <input type="button" value="Deny"/> <input type="button" value="Hold"/> </div> <hr/> <p>Report ID 0000000304 Submitted for Approval</p>
4.	<p>Select the <input type="button" value="Approve"/> button.</p> <p><b>Approval Comments</b> box displays. Comments are not required for approval.</p> <p> However, it is always best practice to enter a detailed comment while approving the <b>Expense Report</b> so you can review prior approvals.</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <input type="button" value="Cancel"/> <span style="font-weight: bold; font-size: 1.2em;">Approve</span> <input type="button" value="Submit"/> </div> <p style="margin-top: 10px;">You are about to approve this request.</p> <p><b>Approver Comments</b></p> <div style="border: 1px solid #ccc; height: 40px; margin-top: 5px;"></div> </div>
5.	<p>Select the <input type="button" value="Submit"/> button.</p> <p> If you are the prepay auditor (Transaction Processing Approver – final approver), the <b>Expense Report</b> will be finalized upon approval. If you are a budget analyst/department approver or claims officer, the <b>Expense Report</b> will be routed to the next approver.</p> <p>Refer to <b>EXPENSE REPORT APPROVAL PROCESS FLOW</b>.</p>	<p><b>Expense Report</b> is approved.</p>

Approve Expense Report using Approval Tile

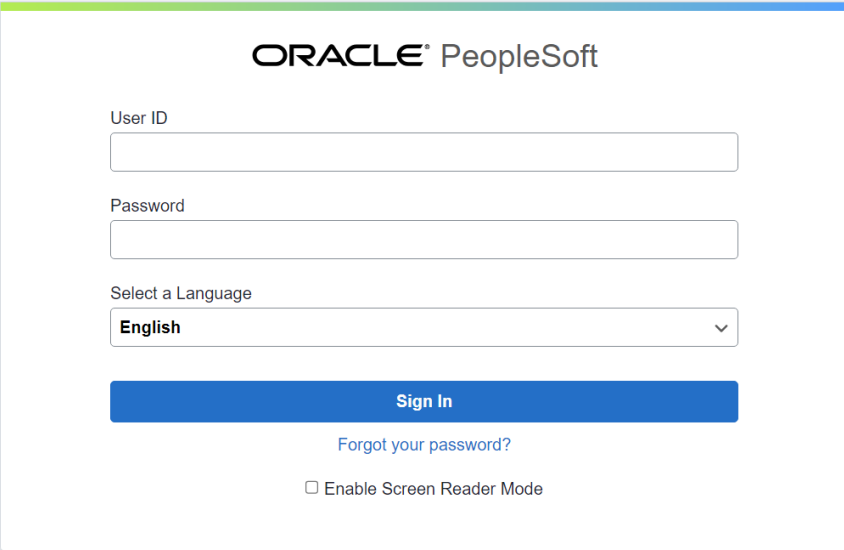
	Setup/usage instructions	Screenshots
1.	Log into PeopleSoft.	
2.	From the top left, select <b>My Homepage</b> , then select <b>Employee Self Service</b> from the drop-down menu.	



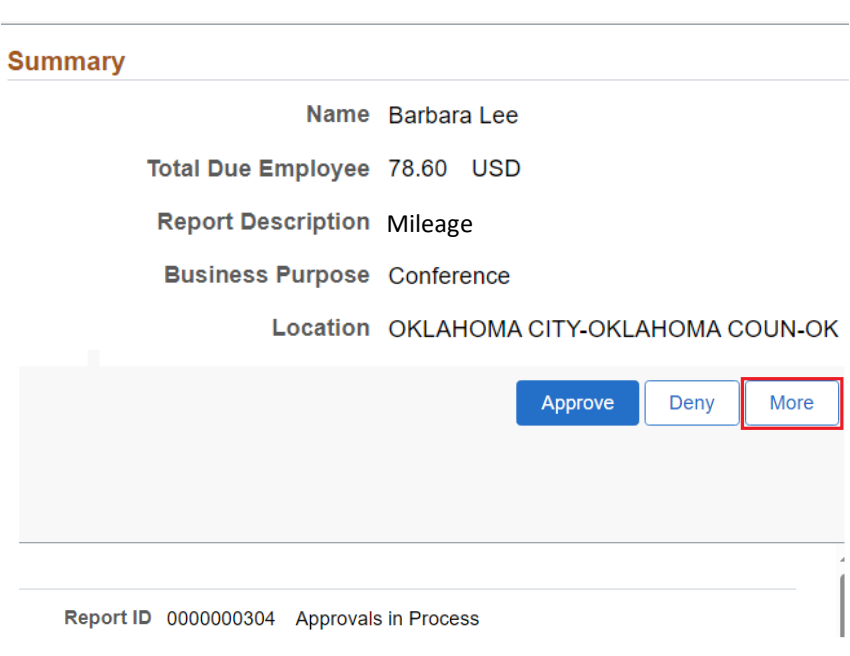



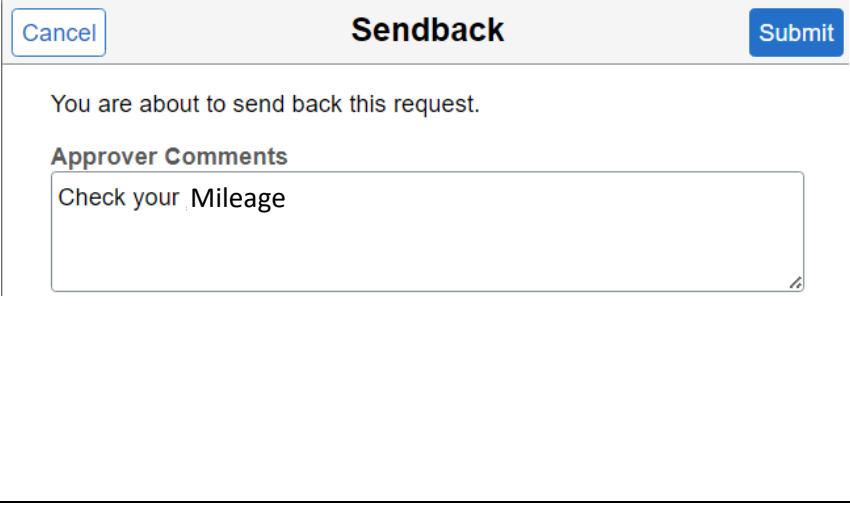
3.	<p><b>Employee Self Service</b> displays the Approvals tile.</p>	 <p>The screenshot shows the 'Employee Self Service' header with a dropdown arrow. Below it is a large white tile titled 'Approvals' containing a document icon with a green checkmark and the number '47' in the bottom right corner.</p>
4.	<p>Select the <b>Approvals</b> tile.</p>	 <p>The screenshot shows a mobile-style interface for 'Employee Self Service'. It has a 'View By' dropdown set to 'Type'. Below are two items: 'All' with a globe icon and a count of 50, and 'Expense Report' with an airplane icon and a count of 50. The 'Expense Report' item is highlighted with a red border.</p>
5.	<p>Select <b>Expense Report</b> to approve.</p>	 <p>The screenshot shows the 'Expense Report' approval screen. At the top, there is a checkbox for 'Expense Report' and the text 'Barbara Lee - 0000000304 / Millage 78.60 USD'. Below this is a 'Summary' section with the following details: Name: Barbara Lee, Total Due Employee: 78.60 USD, Report Description: Mileage, Business Purpose: Conference, Location: OKLAHOMA CITY-OKLAHOMA COUN-OK.</p>
6.	<p>The Expense Report Approval screen displays.</p>	 <p>The screenshot shows the bottom of the 'Expense Report' approval screen. It features three buttons: 'Approve' (highlighted with a red box), 'Deny', and 'Hold'. At the bottom, the text reads 'Report ID 0000000304 Submitted for Approval'.</p>

7.	<p>Select the  button.</p> <p><b>Approval Comments</b> box displays. Comments are not required for approval.</p> <p> However, it is always best practice to enter a detailed comment while approving <b>Expense Reports</b> so you can review prior approvals.</p>	
8.	<p>Select the  button.</p> <p> If you are the prepay auditor (Transaction Processing Approver – final approver), the <b>Expense Report</b> will be finalized upon approval. If you are a budget analyst/department approver or claims officer, the <b>Expense Report</b> will be routed to the next approver.</p> <p>Refer to <b>EXPENSE REPORT APPROVAL PROCESS FLOW</b>.</p>	<p><b>Expense Report</b> is approved.</p>

**Send back Expense Report**

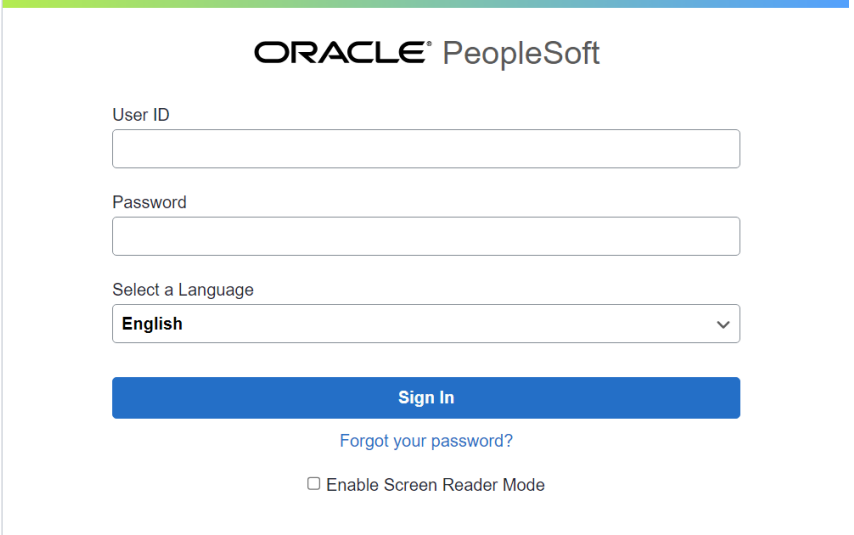
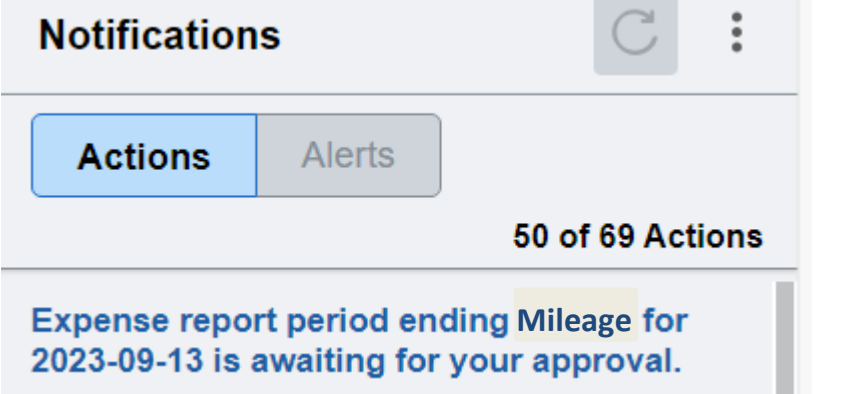
**Send back Expense Report using the email link**

	<b>Setup/usage instructions</b>	<b>Screenshots</b>
1.	Email received for <b>Expense Report</b> approval.	<p>An expense report has been submitted that requires your action:</p> <p>Employee ID: 100118                      Employee Name: Lee, Barbara                      Submission Date: 2023-09-13                      Report Description: Mileage                      Report ID: 0000000304                      Business Purpose: Conference                      Total Amount: 78.60 USD                      Reimbursement Amount: 78.60 USD</p> <p>You can navigate directly to the approval page by clicking the link below:</p> <p><a href="https://urldefense.com/v3/https://soklfin-uat.opc.oracleoutsourcing.com/psp/SOKLFUAT/EMPAction=U&amp;SHEET_ID=0000000304&amp;ProcessID=ERApproval;!!NZFi6Pppv9YRQw!veiBTm_s4tIKP5pkvS6H25b1GI5tusn4vTazfY\$">https://urldefense.com/v3/ https://soklfin-uat.opc.oracleoutsourcing.com/psp/SOKLFUAT/EMPAction=U&amp;SHEET_ID=0000000304&amp;ProcessID=ERApproval ;!!NZFi6Pppv9YRQw!veiBTm_s4tIKP5pkvS6H25b1GI5tusn4vTazfY\$</a></p>
2.	Select the link in the email. If you are already logged into PeopleSoft, it will take you directly to the approval screen. If you are not logged in, you will get the login prompt.	



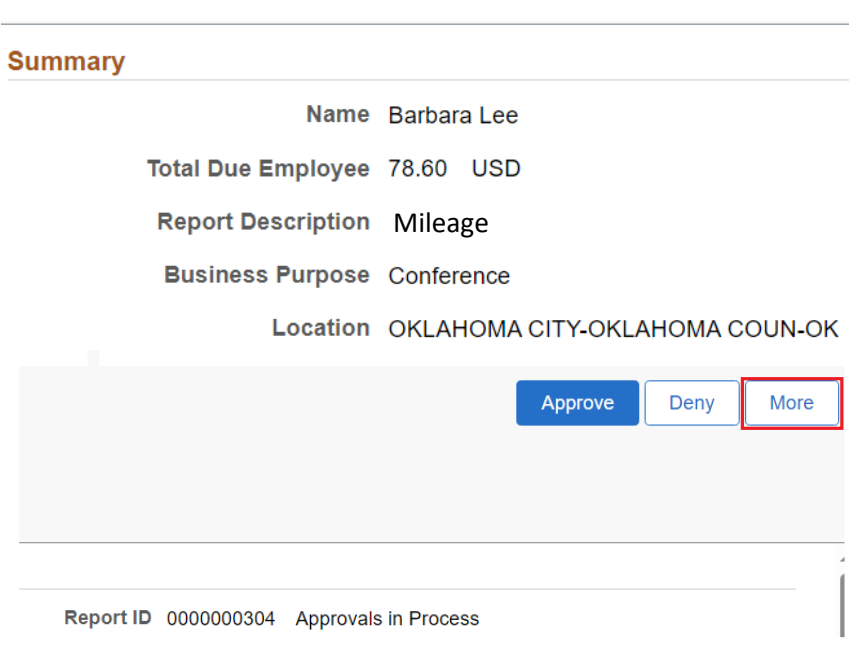



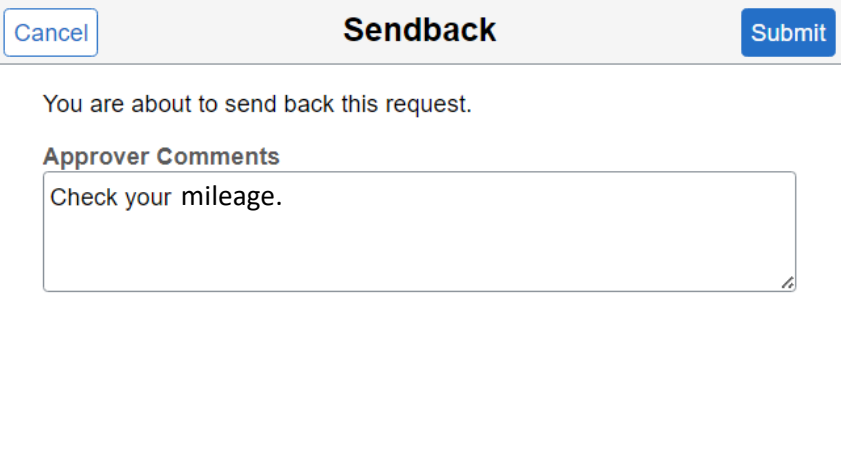
<p>3.</p>	<p>After logging in, the <b>Approval</b> screen displays.</p> <p> The  button will appear only for the following approvers for <b>Expense Report</b>:</p> <ul style="list-style-type: none"> <li>• Department approver.</li> <li>• Claims officer.</li> <li>• Prepay auditor.</li> </ul>	 <p><b>Summary</b></p> <p><b>Name</b> Barbara Lee</p> <p><b>Total Due Employee</b> 78.60 USD</p> <p><b>Report Description</b> Mileage</p> <p><b>Business Purpose</b> Conference</p> <p><b>Location</b> OKLAHOMA CITY-OKLAHOMA COUN-OK</p> <p><b>Buttons:</b> Approve, Deny, <b>More</b></p> <p>Report ID 0000000304 Approvals in Process</p>
<p>4.</p>	<p>Select the  button.</p>	 <p><b>Buttons:</b> Approve, Deny, More</p> <p><b>Dropdown Options:</b> <b>Sendback</b>, Hold</p>
<p>5.</p>	<p>Select the <b>Sendback</b> button.</p> <p><b>Approver Comments</b> box displays. Comments are required for <b>Sendback</b>.</p> <p> It is always best practice to enter a detailed comment when sending back an <b>Expense Report</b> so the traveler can review and correct the report.</p>	 <p><b>Buttons:</b> Cancel, <b>Sendback</b>, Submit</p> <p>You are about to send back this request.</p> <p><b>Approver Comments</b></p> <p>Check your Mileage</p>


6.	<p>Select the  button.</p> <p>The <b>Expense Report</b> is sent back to the traveler who also receives an email notification.</p>	<p>The following expense report has been sent back for revision:</p> <p>Employee ID: 100118  Employee Name: Lee, Barbara  Submission Date: 2023-09-13  Report Description: Mileage  Report ID: 000000304  Business Purpose: Conference  Amount: 78.60 USD</p> <p>You can navigate directly to the page for more information by clicking the link below:</p> <p><a href="https://urldefense.com/v3/https://soklfin-uat.opc.oracleoutsourcing.com/psp/SOKLFUAction=U&amp;SHEET_ID=000000304&amp;ProcessID=ERApproval;!!NZFi6Pppv9YRQw!u5MEKi-vThTA9l2h777DQ_eV61NLK_uC7T_e6">https://urldefense.com/v3/ https://soklfin-uat.opc.oracleoutsourcing.com/psp/SOKLFUAction=U&amp;SHEET_ID=000000304&amp;ProcessID=ERApproval ;!!NZFi6Pppv9YRQw!u5MEKi-vThTA9l2h777DQ_eV61NLK_uC7T_e6</a></p>

Sendback Expense Report Using the Push Notification

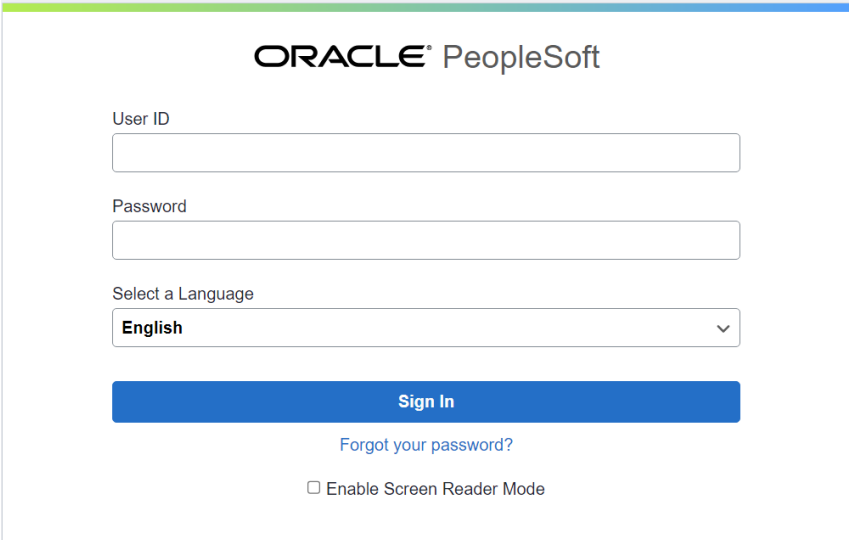
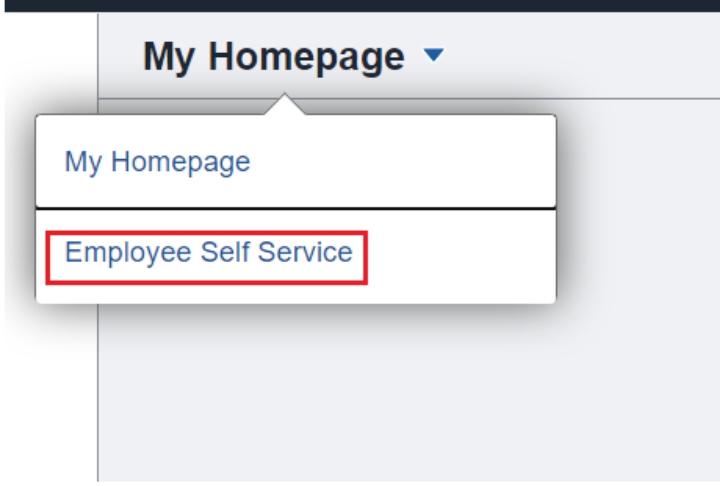
	Setup/usage instructions	Screenshots
1.	Log into PeopleSoft.	
2.	At right under Notifications, select the travel authorization to approve from the <b>Actions</b> panel.	

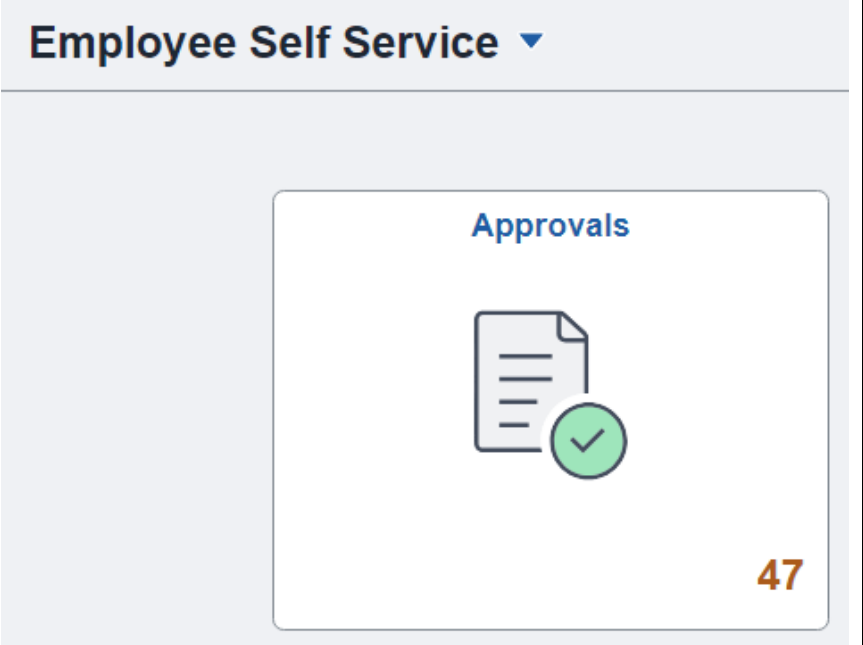
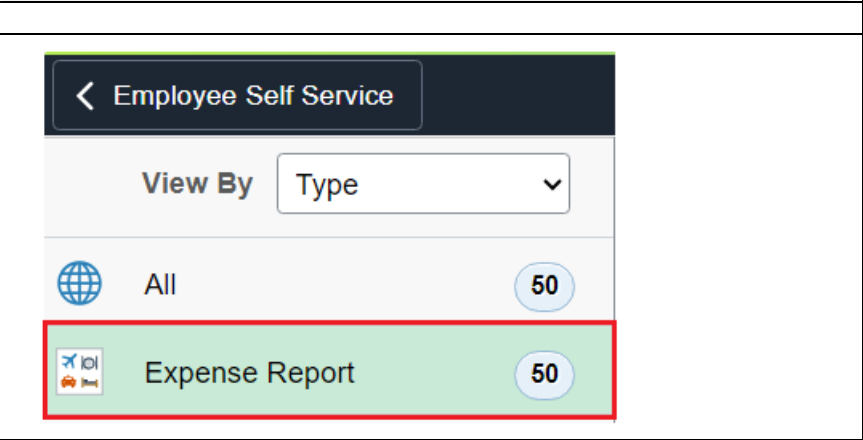
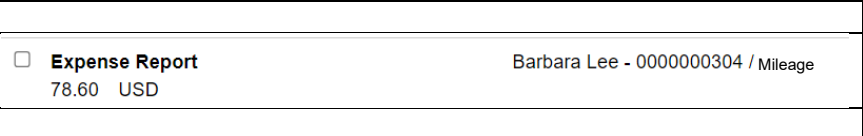



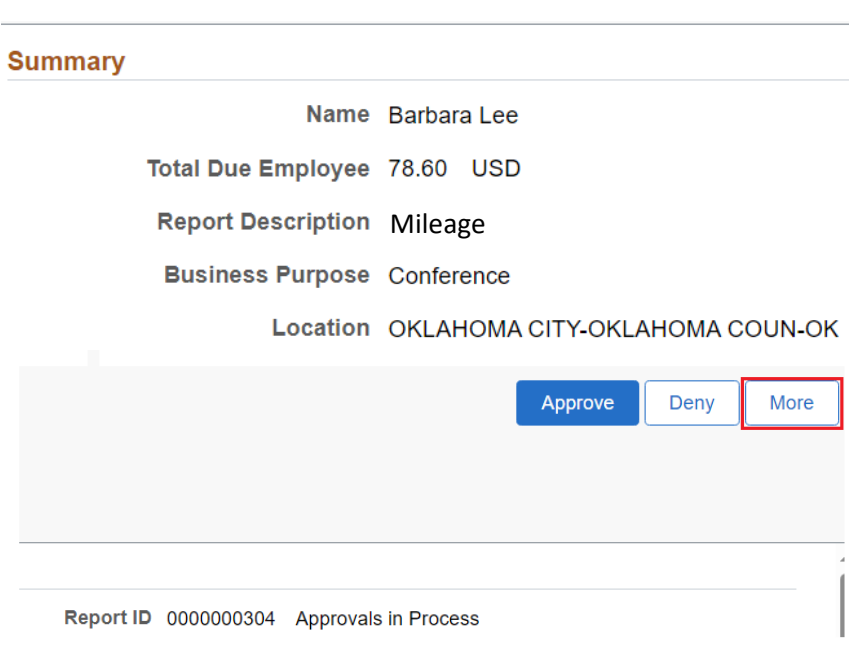

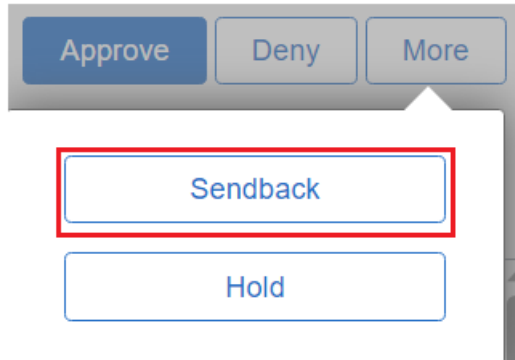

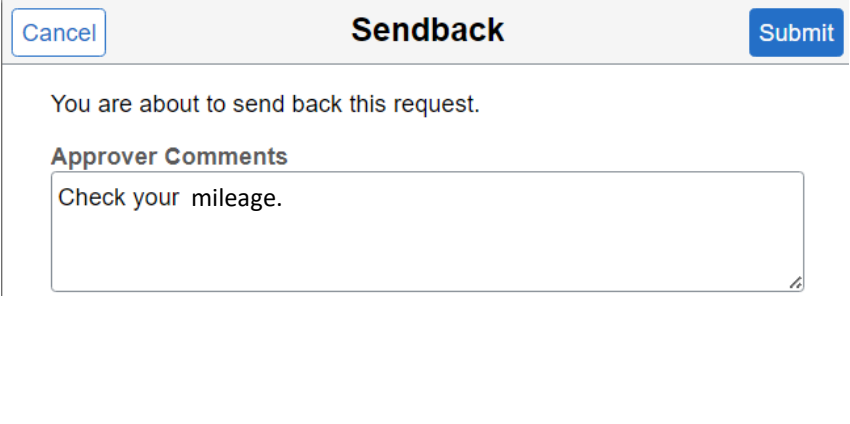
<p>3.</p>	<p>After selecting the <b>Expense Report</b> action, the <b>Expense Report Approval</b> screen displays.</p> <p> The  button will appear only for the following approvers for <b>Expense Report</b>:</p> <ul style="list-style-type: none"> <li>• Department approver.</li> <li>• Claims officer.</li> <li>• Prepay auditor.</li> </ul>	 <p><b>Summary</b></p> <p><b>Name</b> Barbara Lee</p> <p><b>Total Due Employee</b> 78.60 USD</p> <p><b>Report Description</b> Mileage</p> <p><b>Business Purpose</b> Conference</p> <p><b>Location</b> OKLAHOMA CITY-OKLAHOMA COUN-OK</p> <p><b>Approve</b> <b>Deny</b> <b>More</b></p> <p>Report ID 0000000304 Approvals in Process</p>
<p>4.</p>	<p>Select the  button.</p>	 <p><b>Approve</b> <b>Deny</b> <b>More</b></p> <p><b>Sendback</b></p> <p><b>Hold</b></p>
<p>5.</p>	<p>Select the <b>Sendback</b> button.</p> <p><b>Approver Comments</b> box displays. Comments are required for <b>Sendback</b>.</p> <p> It is always best practice to enter a detailed comment when sending back an <b>Expense Report</b> so the traveler can review and correct the report.</p>	 <p><b>Cancel</b> <b>Sendback</b> <b>Submit</b></p> <p>You are about to send back this request.</p> <p><b>Approver Comments</b></p> <p>Check your mileage.</p>


6.	<p>Select the  button.</p> <p>The <b>Expense Report</b> is sent back to the traveler who also receives an email notification.</p>	<p>The following expense report has been sent back for revision:</p> <p>Employee ID: 100118 Employee Name: Lee,Barbara Submission Date: 2023-09-13 Report Description: Mileage Report ID: 0000000304 Business Purpose: Conference Amount: 78.60 USD</p> <p>You can navigate directly to the page for more information by clicking the link below:</p> <p><a href="https://urldefense.com/v3/https://soklfin-uat.opc.oracleoutsourcing.com/psp/SOKLFUAction=U&amp;SHEET_ID=0000000304&amp;ProcessID=ERApproval;!!NZFi6Pppv9YRQw!u5MEKi-vTKTAQDPk77DQ-6V61MLKvC7Tg6">https://urldefense.com/v3/ https://soklfin-uat.opc.oracleoutsourcing.com/psp/SOKLFUAction=U&amp;SHEET_ID=0000000304&amp;ProcessID=ERApproval ;!!NZFi6Pppv9YRQw!u5MEKi-vTKTAQDPk77DQ-6V61MLKvC7Tg6</a></p>
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Sendback Expense Report Using the Approval Tile

	Setup/usage instructions	Screenshots
1.	Log into PeopleSoft.	
2.	From the top left, select <b>My Homepage</b> , then select <b>Employee Self Service</b> from the drop-down menu.	

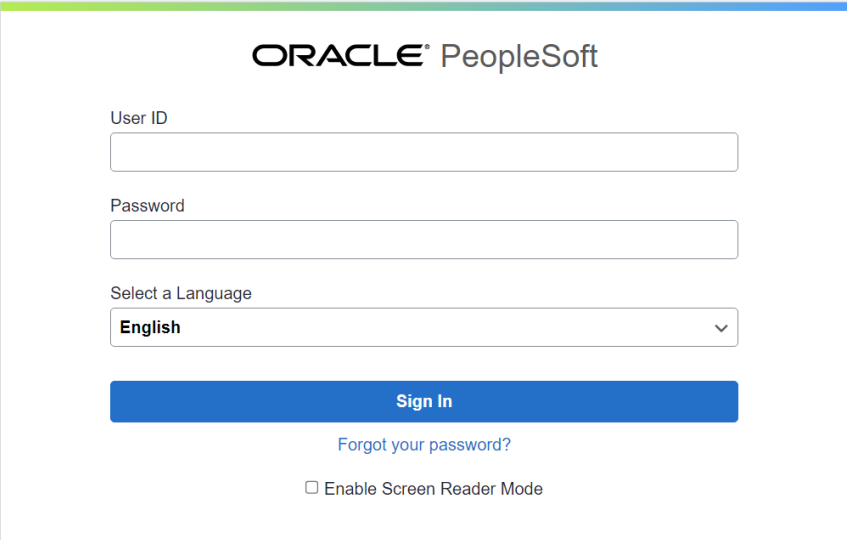
3.	<p><b>Employee Self Service</b> displays the Approvals tile.</p>	 <p>The screenshot shows the 'Employee Self Service' header with a dropdown arrow. Below it is a large white tile titled 'Approvals' containing a document icon with a green checkmark and the number '47' in the bottom right corner.</p>
4.	<p>Select the <b>Approvals</b> tile.</p>	 <p>The screenshot shows a mobile interface for 'Employee Self Service'. It has a 'View By' dropdown set to 'Type'. Below are two items: 'All' with a globe icon and a count of 50, and 'Expense Report' with an expense report icon and a count of 50. The 'Expense Report' item is highlighted with a red border.</p>
5.	<p>Select <b>Expense Report</b> to approve.</p>	 <p>The screenshot shows the details for an 'Expense Report' item. It includes an unchecked checkbox, the text 'Expense Report 78.60 USD', and the user information 'Barbara Lee - 0000000304 / Mileage'.</p>




<p>6.</p>	<p>The <b>Expense Report Approval</b> screen displays.</p> <p>The  button will appear only for the following approvers for <b>Expense Report</b>:</p> <ul style="list-style-type: none"> <li>• Department approver.</li> <li>• Claims officer.</li> <li>• Prepay auditor.</li> </ul>	 <p><b>Summary</b></p> <p>Name Barbara Lee</p> <p>Total Due Employee 78.60 USD</p> <p>Report Description Mileage</p> <p>Business Purpose Conference</p> <p>Location OKLAHOMA CITY-OKLAHOMA COUN-OK</p> <p>Approve Deny <b>More</b></p> <p>Report ID 0000000304 Approvals in Process</p>
<p>7.</p>	<p>Select the  button.</p>	 <p>Approve Deny More</p> <p><b>Sendback</b></p> <p>Hold</p>
<p>8.</p>	<p>Select the <b>Sendback</b> button.</p> <p><b>Approver Comments</b> box displays. Comments are required for <b>Sendback</b>.</p> <p> It is always best practice to enter a detailed comment when sending back an <b>Expense Report</b> so the traveler can review and correct the report.</p>	 <p>Cancel <b>Sendback</b> Submit</p> <p>You are about to send back this request.</p> <p><b>Approver Comments</b></p> <p>Check your mileage.</p>

9.	<p>Select the  button.</p> <p>The <b>Expense Report</b> is sent back to the traveler who also receives an email notification.</p>	<p>The following expense report has been sent back for revision:</p> <p>Employee ID: 100118  Employee Name: Lee, Barbara  Submission Date: 2023-09-13  Report Description: Mileage  Report ID: 0000000304  Business Purpose: Conference  Amount: 78.60 USD</p> <p>You can navigate directly to the page for more information by clicking the link below:</p> <p><a href="https://urldefense.com/v3/https://soklfin-uat.opc.oracleoutsourcing.com/psp/SOKLFUAction=U&amp;SHEET_ID=0000000304&amp;ProcessID=ERApproval;!!NZFi6Pppv9YRQw!u5MEKi-vThTA9l2k777DQ_eV61NLK_uC7T_e6">https://urldefense.com/v3/ https://soklfin-uat.opc.oracleoutsourcing.com/psp/SOKLFUAction=U&amp;SHEET_ID=0000000304&amp;ProcessID=ERApproval ;!!NZFi6Pppv9YRQw!u5MEKi-vThTA9l2k777DQ_eV61NLK_uC7T_e6</a></p>
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## Deny Expense Report

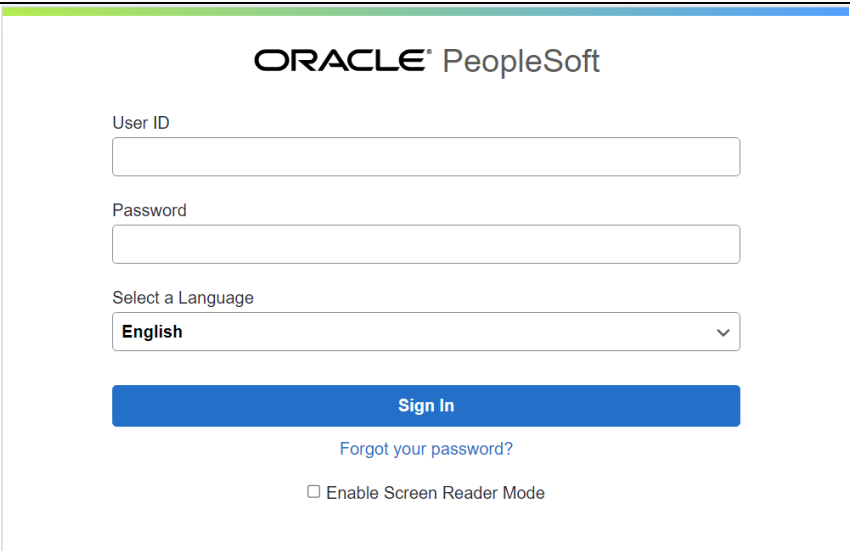
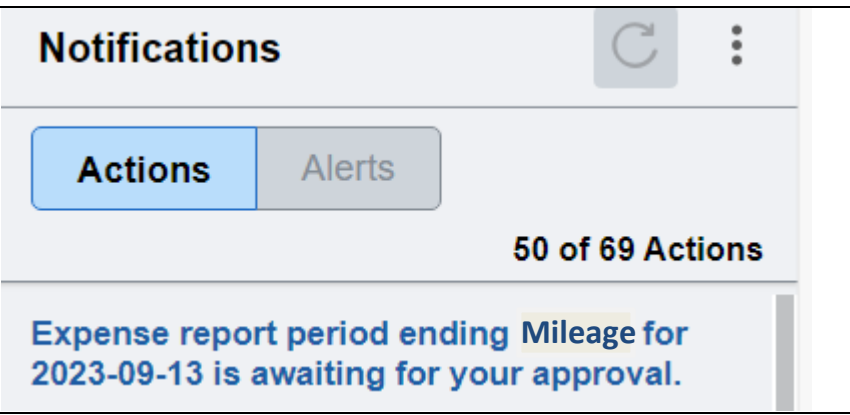
### Deny Expense Report using the email Link




	Setup/usage instructions	Screenshots
1.	Email received for <b>Expense Report</b> approval.	<p>An expense report has been submitted that requires your action:</p> <p>Employee ID: 100118                      Employee Name: Lee, Barbara                      Submission Date: 2023-09-13                      Report Description: Mileage                      Report ID: 0000000304                      Business Purpose: Conference                      Total Amount: 78.60 USD                      Reimbursement Amount: 78.60 USD</p> <p>You can navigate directly to the approval page by clicking the link below:</p> <p><a href="https://urldefense.com/v3/https://soklfin-uat.opc.oracleoutsourcing.com/psp/SOKLFUAT/EMPAction=U&amp;SHEET_ID=0000000304&amp;ProcessID=ERApproval;!!NZFi6Pppv9YRQw!veiBTm_s4tIKP5pkvS6H25b1GI5tusn4vTazfY\$">https://urldefense.com/v3/ https://soklfin-uat.opc.oracleoutsourcing.com/psp/SOKLFUAT/EMPAction=U&amp;SHEET_ID=0000000304&amp;ProcessID=ERApproval ;!!NZFi6Pppv9YRQw!veiBTm_s4tIKP5pkvS6H25b1GI5tusn4vTazfY\$</a></p>
2.	Select the link in the email. If you are already logged into PeopleSoft, it will take you directly to the approval screen. If you are not logged in, you will get the login prompt.	

3.	<p>After logging in, the <b>Approval</b> screen displays.</p>	<p><b>Summary</b></p> <p><b>Name</b> Barbara Lee</p> <p><b>Total Due Employee</b> 78.60 USD</p> <p><b>Report Description</b> Mileage</p> <p><b>Business Purpose</b> Conference</p> <p><b>Location</b> OKLAHOMA CITY-OKLAHOMA COUN-OK</p> <p>Approve Deny Hold</p> <p>Report ID 0000000304 Submitted for Approval</p>
4.	<p>Select the  button.</p> <p><b>Approver Comments</b> box displays. Comments are required for denied travel.</p> <p> It is always best practice to enter a detailed comment while denying an <b>Expense Report</b> so the traveler can understand why it was denied.</p>	<p>Cancel <b>Deny</b> Submit</p> <p>You are about to deny this request.</p> <p><b>Approver Comments</b></p> <p>No one is traveling; this will be a virtual conference.</p>
5.	<p>Select the  button.</p> <p>The <b>Expense Report</b> is denied, and an email notification is sent to the traveler.</p>	<p>The following expense report has been denied:</p> <p>Employee ID: 100118  Employee Name: Lee,Barbara  Submission Date: 2023-09-13  Report Description: Mileage  Report ID: 0000000304  Business Purpose: Conference  Amount: 78.60 USD</p> <p>You can navigate directly to the page for more information by clicking the link below:</p> <p><a href="https://urldefense.com/v3/https://soklfin-uat.opc.oracleoutsourcing.com/psp/SOKLFU/Action=U&amp;SHEET_ID=0000000304&amp;ProcessID=ERApproval;!!NZFi6Pppv9YRQw!sKkBhnc93svn7mlpVFZ07\$">https://urldefense.com/v3/ https://soklfin-uat.opc.oracleoutsourcing.com/psp/SOKLFU/Action=U&amp;SHEET_ID=0000000304&amp;ProcessID=ERApproval ;!!NZFi6Pppv9YRQw!sKkBhnc93svn7mlpVFZ07\$</a></p>

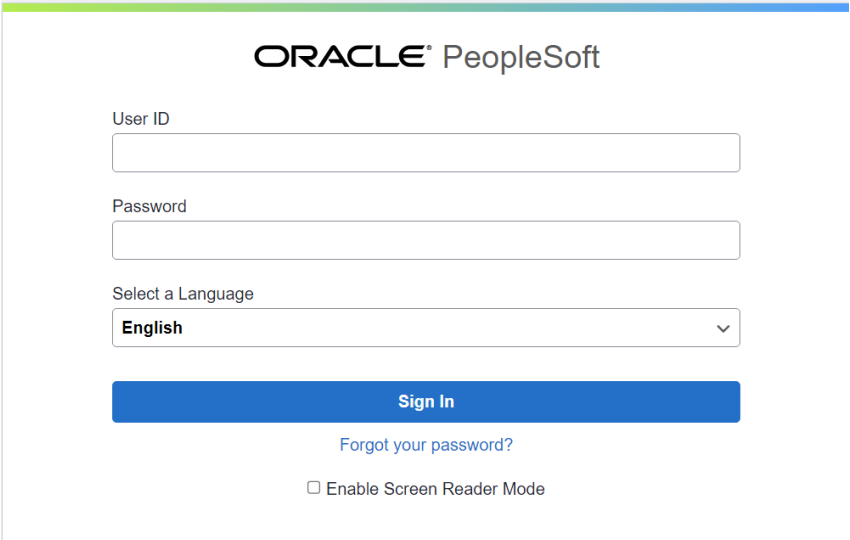
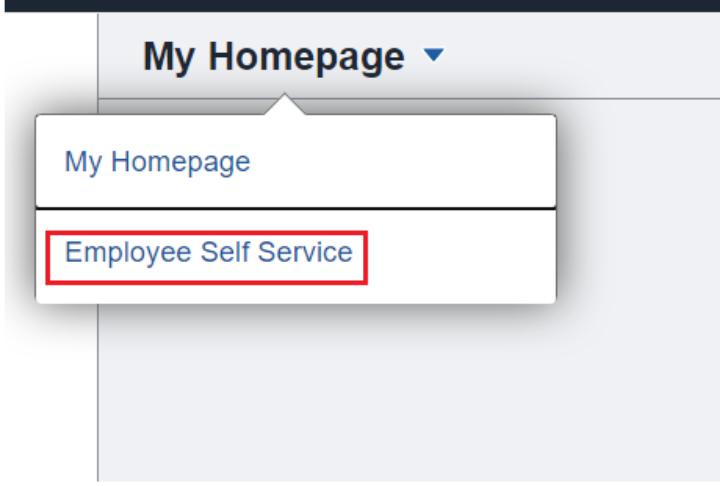


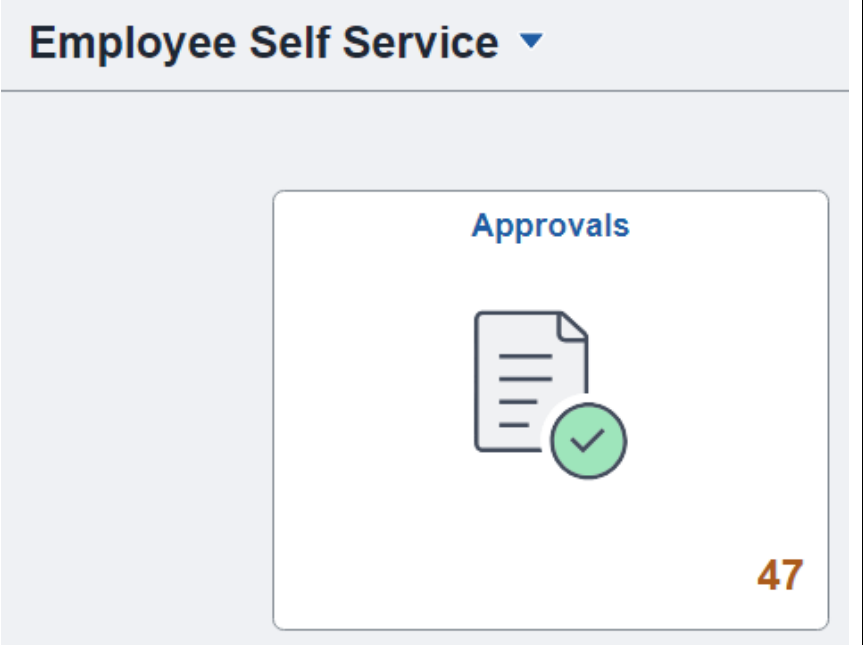
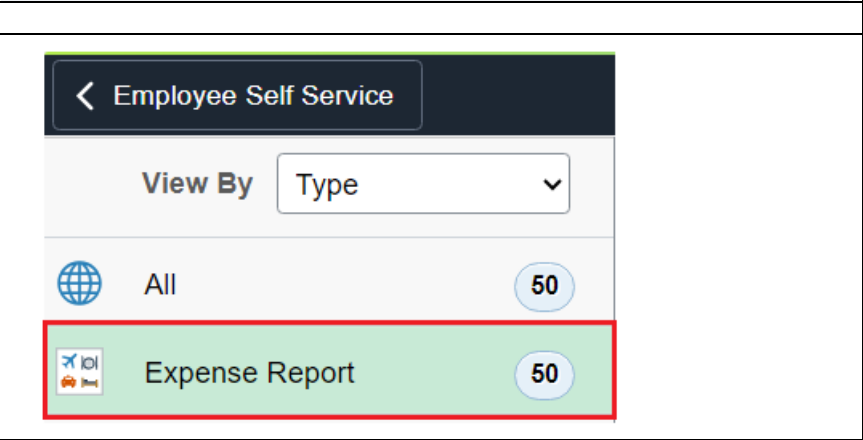

Deny Expense Report using the Push Notification




	Setup/usage instructions	Screenshots
1.	Log into PeopleSoft.	
2.	At right under Notifications, select the travel authorization to deny from the <b>Actions</b> panel.	

3.	<p>The <b>Expense Approval</b> screen displays.</p>	<p><b>Summary</b></p> <p>Name Barbara Lee</p> <p>Total Due Employee 78.60 USD</p> <p>Report Description Mileage</p> <p>Business Purpose Conference</p> <p>Location OKLAHOMA CITY-OKLAHOMA COUN-OK</p> <p>Approve Deny Hold</p> <p>Report ID 000000304 Submitted for Approval</p>
4.	<p>Select the  button.</p> <p><b>Approver Comments</b> box displays. Comments are required for denied travel.</p> <p> It is always best practice to enter a detailed comment while denying an <b>Expense Report</b> so the traveler can understand why it was denied.</p>	<p>Cancel Deny Submit</p> <p>You are about to deny this request.</p> <p><b>Approver Comments</b></p> <p>No one is Traveling, this is a virtual conference.</p>
5.	<p>Select the  button.</p> <p>The <b>Expense Report</b> is denied, and an email notification is sent to the traveler.</p>	<p>The following expense report has been denied:</p> <p>Employee ID: 100118  Employee Name: Lee,Barbara  Submission Date: 2023-09-13  Report Description: Mileage  Report ID: 000000304  Business Purpose: Conference  Amount: 78.60 USD</p> <p>You can navigate directly to the page for more information by clicking the link below:</p> <p><a href="https://urldefense.com/v3/https://soklfin-uat.opc.oracleoutsourcing.com/psp/SOKLFU/Action=U&amp;SHEET_ID=000000304&amp;ProcessID=ERApproval;!!NZFi6Pppv9YRQw!sKkBhnc93svn7mlpVFZ07\$">https://urldefense.com/v3/ https://soklfin-uat.opc.oracleoutsourcing.com/psp/SOKLFU/Action=U&amp;SHEET_ID=000000304&amp;ProcessID=ERApproval ;!!NZFi6Pppv9YRQw!sKkBhnc93svn7mlpVFZ07\$</a></p>

## Deny Expense Report using Approval Tile

	Setup/usage instructions	Screenshots
1.	Log into PeopleSoft.	
2.	From the top left, select <b>My Homepage</b> , then select <b>Employee Self Service</b> from the drop-down menu.	

3.	<p><b>Employee Self Service</b> displays the <b>Approvals</b> tile.</p>	 <p>The screenshot shows the 'Employee Self Service' header with a dropdown arrow. Below it is a large white tile titled 'Approvals' containing a document icon with a green checkmark and the number '47' in the bottom right corner.</p>
4.	<p>Select the <b>Approvals</b> tile.</p>	 <p>The screenshot shows a mobile-style interface for 'Employee Self Service'. It has a 'View By' dropdown set to 'Type'. Below are two items: 'All' with a globe icon and a count of 50, and 'Expense Report' with an expense report icon and a count of 50. The 'Expense Report' item is highlighted with a red border.</p>
5.	<p>Select <b>Expense Report</b> to deny.</p>	 <p>The screenshot shows a list item for an 'Expense Report'. It includes an unchecked checkbox, the text 'Expense Report 78.60 USD', and the user name 'Barbara Lee - 0000000304 / Millage'.</p>

6.	<p>The <b>Expense Approval</b> screen displays.</p>	<p><b>Summary</b></p> <p>Name Barbara Lee</p> <p>Total Due Employee 78.60 USD</p> <p>Report Description Mileage</p> <p>Business Purpose Conference</p> <p>Location OKLAHOMA CITY-OKLAHOMA COUN-OK</p> <p>Approve Deny Hold</p> <p>Report ID 000000304 Submitted for Approval</p>
7.	<p>Select the  button.</p> <p><b>Approver Comments</b> box displays. Comments are required for denied travel.</p> <p> It is always best practice to enter a detailed comment while denying an <b>Expense Report</b> so the traveler can understand why it was denied.</p>	<p>Cancel Deny Submit</p> <p>You are about to deny this request.</p> <p><b>Approver Comments</b></p> <p>No one is traveling; this is a virtual conference.</p>
8.	<p>Select the  button.</p> <p>The <b>Expense Report</b> is denied, and an email notification is sent to the traveler.</p>	<p>The following expense report has been denied:</p> <p>Employee ID: 100118  Employee Name: Lee,Barbara  Submission Date: 2023-09-13  Report Description: Mileage  Report ID: 000000304  Business Purpose: Conference  Amount: 78.60 USD</p> <p>You can navigate directly to the page for more information by clicking the link below:</p> <p><a href="https://urldefense.com/v3/https://soklfin-uat.opc.oracleoutsourcing.com/psp/SOKLFU/Action=U&amp;SHEET_ID=000000304&amp;ProcessID=ERApproval;!!NZFi6Pppv9YRQw!sKkBhnc93svn7mlpVFZ07\$">https://urldefense.com/v3/ https://soklfin-uat.opc.oracleoutsourcing.com/psp/SOKLFU/Action=U&amp;SHEET_ID=000000304&amp;ProcessID=ERApproval ;!!NZFi6Pppv9YRQw!sKkBhnc93svn7mlpVFZ07\$</a></p>